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Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director
Personnel/Administration

Punipua Sivas
Deputy Director
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>PNRS Internal Compliance Review Officer I</i>		Posting Date: <i>December 2, 2021</i>	Serial No.: <i>232-21</i>
Department/Division: <i>Commerce</i>		Closing Date: <i>December 23, 2021</i>	Announcement No.: <i>167-21</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-10/\$16,467 - \$41,817p.a.</i>	

General Description:

A Project Notification Review System (PNRS) Internal Compliance Review Officer I are responsible to assist in compliance process/program functioning as the personnel that reviews and evaluates compliances issues/concerns with regards to land use permits and zoning variance.

Key Duties and Responsibilities:

- Assist the Consolidated Permit Review Manager on a day-to-day operation of Consolidating land use permits and zoning variance applications
- Assists in providing proper reporting of violations or potential violations
- Assist in tracking all major permits, stop orders, violations and unique issues on permits
- Assist in providing reports on a regular basis to ensure the progress of daily operations
- Assist with site visits out proposed development activities for a land use permit
- Assist other government agencies with compliance issues
- Assist with GIS activities relating to PNRS
- Assist with consolidating land use permit system information into a database
- Assist with various tasks to achieve program goal of natural resource management
- Assist with customer service-PNRS
- Perform all other duties as assigned and tasks for ASCMP

Knowledge, Skills and Ability:

- Knowledgeable in such discipline as land use planning, site plan review, GIS (ESRI/Arc Map & ARCVIEW 3.x and ERDAS Imagine)
- Experience in environmental compliance and traditional Samoan values
- Posses strong communication, writing and interpersonal skills

This is an Equal Employment Opportunity Employer

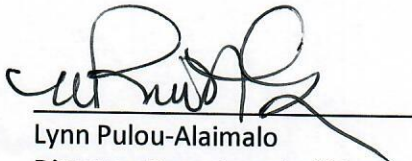
Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Here To Serve"

Academic and Experience Requirements:

- Applicant must have a Bachelor's degree in related field from an accredited college plus 2 years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources